

YOUTH SERVICES POLICY

Title: Certification of Compliance and Internal Controls for all Personnel Actions Next Annual Review Date: 10/04/2012	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.32
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References: Civil Service General Circular No. 1522, Civil Service Rules Chapter 15; Civil Service HR Handbook/Documentation and Reporting Requirements for Personnel and Position Actions/Demonstrating Appointing Authority Approval and Certification of Compliance With Civil Service Rules	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 10/04/2011

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To ensure that each personnel transaction shall comply with Article X of the Constitution of the State of Louisiana, Civil Service Rules, the Uniform Classification and Pay Plans, and the policies and procedures issued by the Director of Civil Service.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretaries, and the Human Resources Director.

IV. POLICY:

It is the Deputy Secretary's policy that the Human Resources Director shall certify that each personnel transaction effected by this agency complies with the above referenced laws and procedures, and is responsible for establishing the necessary internal controls through his/her professional staff to make this certification of compliance, prevent fraud, and ensure compliance with the Civil Service Rules.

V. PROCEDURES:

- A. The Human Resources Director shall determine the method by which the certification of compliance process is completed and documented. These procedures shall be established in writing, maintained by Central Office Human Resources, and are subject to the review of the Deputy Secretary, the Undersecretary, the Internal Audit Division, and any other official governmental auditing bodies.

- B. The Human Resources Director is responsible for establishing the necessary internal controls to prevent fraud and to ensure personnel transactions comply with Civil Service law.
- C. The Human Resources Director may delegate responsibility for specific areas of compliance to professional staff within his/her office. If he/she does so, he/she shall establish the type and scope of such delegation in writing.
- D. Every Employee Notification form generated from ISIS must contain a statement certifying that the personnel action is made in compliance with all federal and state laws, Civil Service Rules and YS Policies. Certified Employee Notification forms shall be maintained in the employee's personnel file.
- E. Employee Notification forms must be signed and dated by the Unit Head or designee. The Unit Head is authorized to delegate responsibility for certification of compliance to the unit's Human Resources Manager(s) and HR Supervisor.

Previous Regulation/Policy Number: A.2.32

Previous Effective Date: 01/11/2010

Attachments/References: